

## **ASSISTANT CHIEF OF MAINTENANCE**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory and technically skilled work in the automotive maintenance division of the fire department. An employee of this class exercises supervision over Fire Department Mechanics as assigned, and provides training and technical assistance in the repair and maintenance of fire department vehicles. The Assistant Chief of Maintenance works with little supervision, receiving only general instructions from the Chief of Maintenance, and performing independently in most areas. This class ranks directly below that of Chief of Maintenance.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in the management of the Maintenance division of the fire department. Supervises the general care and maintenance of fire fighting apparatus, motor driven vehicles, stations and grounds, and other related property. Recommends management policies, goals, and objectives for consideration by a superior officer. Assists in the planning and organization of departmental operations having to do with personnel, equipment, and apparatus.

Supervises subordinate employees by assigning work or duty areas, and work schedules. Periodically reviews reports of subordinates. Monitors work pace and progress of subordinates, and makes changes in schedule as needed. Assist with setting long term goals of subordinates and composes a timetable for completion.

Supervises subordinate employees by evaluating work performance. Discusses work performance with subordinates or superiors and provides technical assistance to subordinates when needed. Assists with resolving employee complaints or grievances.

Supervises and performs repair and maintenance to gasoline and diesel engines; fuel systems; brake systems; cooling systems; drive train systems; lubricating systems; suspension systems; electrical systems; emission systems and all other system components and accessories of the fire apparatus. Diagnoses mechanical problems from information received from the fire department personnel. Arranges repairs of department equipment which cannot be repaired within the department, and inspects the equipment after repairs.

Supervises and performs inspections, maintenance, testing, and

repairing of open and closed-circuit breathing apparatus and components. Assists with the training of subordinates in maintenance, inspections, tests, and repairs of self-contained breathing apparatus, including all components. Assists with the maintenance and use records of self-contained breathing apparatus.

Supervises and performs inspections, maintenance, and repairs of nozzles and nozzle assemblies, as well as supervises service test of nozzles, bolted-on collars, tension, and expansion rings.

Assists with informal or on-the-job training for department personnel. Trains subordinates in the use of self-contained breathing apparatus, structural maintenance, and work orders. Participates in any training required by the department. Read service manuals and part books, or other written materials including ordinances, court rulings, and regulations in order to determine if changes are needed in departmental policy or procedures.

Performs and supervises the purchasing of supplies, keeping such purchases within the established budget. Assists with the inventory of supplies and equipment assigned to each division. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Retrieves records, reports, or forms from the files when needed. Performs and supervises the preparation and maintenance of records and reports.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Fire Department Mechanic immediately preceding closing date for application to the board.